



Agency Records Disposition Schedule

Department: Department of Higher Education

Section: Development and Planning

Division: Missouri Western State University

Sub-Section:

TITLE: Budgetary Records- copies- ORIGINALS IN BUSINESS OFFICE

CUTOFF:

DESCRIPTION: Budgetary Records- copies- ORIGINALS IN BUSINESS OFFICE

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 12735

SERIES STATUS: Approved

APPROVAL DATE:

05/18/1983

TITLE: Inventory listings

CUTOFF: EOSFY

DESCRIPTION: Inventory listings

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES #: 12736

SERIES STATUS: Approved

APPROVAL DATE:

05/18/1983

TITLE: Personnel evaluations on active employees- originals in personnel or president's Office

CUTOFF:

DESCRIPTION: Personnel evaluations on active employees- originals in personnel or president's Office

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 12737

SERIES STATUS: Approved

APPROVAL DATE:

05/18/1983

TITLE: Purchase requests and purchase orders- copies ORIGINALS in Purchasing Dept.

CUTOFF:

DESCRIPTION: Purchase requests and purchase orders- copies ORIGINALS in Purchasing Dept.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 12734

SERIES STATUS: Approved

APPROVAL DATE:

05/18/1983